Supplier Registration Guide

Mobily, Saudi Arabia

Content

Introduction

The Online Supplier Registration Portalenables you to register your details with Mobily.

No special software aside from an up-to-date web browser, is require to access the system. The Online Supplier Registration Portal reduces paperwork / fax / mail thereby promotes a green process.

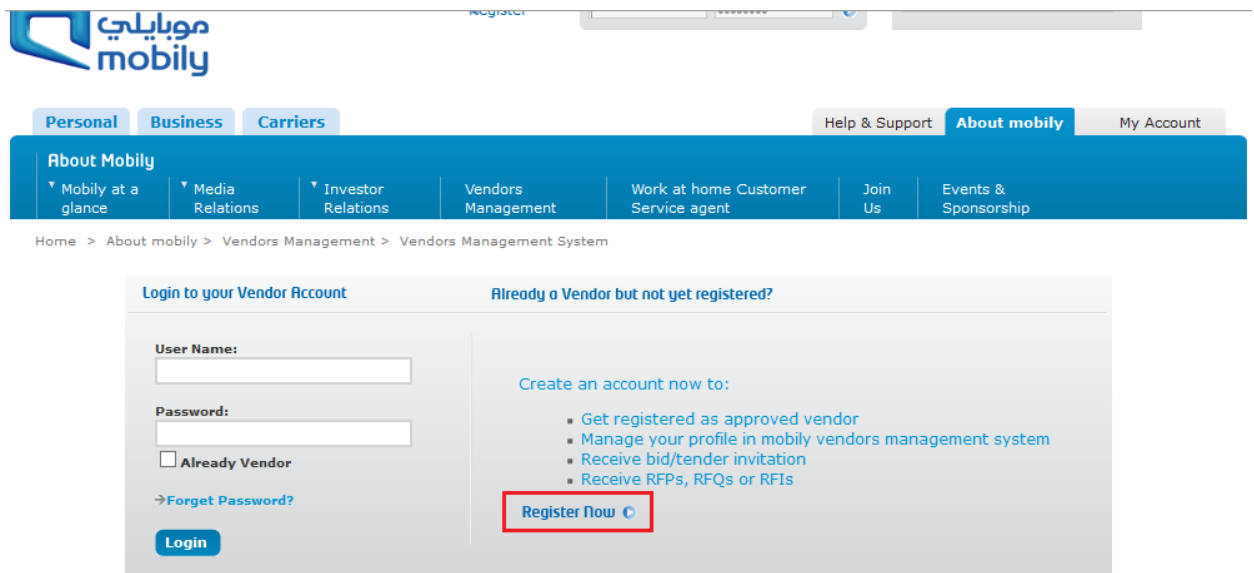This is a general training document for suppliers to demonstrate how to Registration yourself with Mobily.

This document explains different screens and functionality of the registration form.

Registering in the System as Prospective Supplier:

A link to the URL for new suppliers can be found on to our website:

http://www.mobily.com.sa/

Type the above link in to the browser's URL field and press enter, then you may start registration process.

Figure 1: Mobily Website - Register Now

System Requirements

Recommended Operating System:

Windows XP/Service Pack 3, Windows Vista/Service Pack 2, Windows 7, Windows 8
** Please note that the Prospective Supplier Registration Portal may run with other Operating Systems, but the above are recommended Operating Systems. If you have specific questions, please contact the helpdesk.

Browser Requirements:

Internet Explorer 10 and above
** Please note that the Prospective Supplier Registration Portal will work with Internet Explorer 7, 8 or 9 as well. It may be possible to open the Portal with other browsers, but much of the functionality within the Portal will be unavailable. Please ignore use Firefox, Google Chrome, Apple Safari, Opera, Netscape, or other browsers to access the Portal. Internet Explorer is available (free) for download at www.microsoft.com

Pop-up Blocker:

Please ensure that your pop-up blocker is turned off and pop-ups are enabled for Mobily website and theProspective Supplier Registration Portal at all times.

Microsoft Office:

Mobily recommends Microsoft 2003, 2007 or 2010 file formats for uploaded documents.

E-Mail Spam Filters:

Please ensure Mobilyemail address is enabled as a trusted sender.

Registering in the Prospective Supplier Registration Portal

First step is to register with Mobily using Online Supplier Registration form. You can only register your company/organization, if you have following documents available with you for attachment.

Following documents must be scanned (in JPEG / JPG / PDF format) and attach in attachment section.

- Certificate from the General Organization of Social Insurance
- Certificate from Labor Office
- Chamber of Commerce and Industry membership
- Commercial Registration Certificate
- Zakat and Income tax payment or clearance
- Company Profile and Financial Report of past 4 years

To avoid any difficulty in filling up the document, please read the manual carefully and clarify your quires before you begin.

Registration Steps

You will see a registration link on our website.

- Click on the link andread the instructions on the registration page.
- Providecompany basic information
- Provide company business classification details, address andproduct details
- Provide company Manager or Owners details
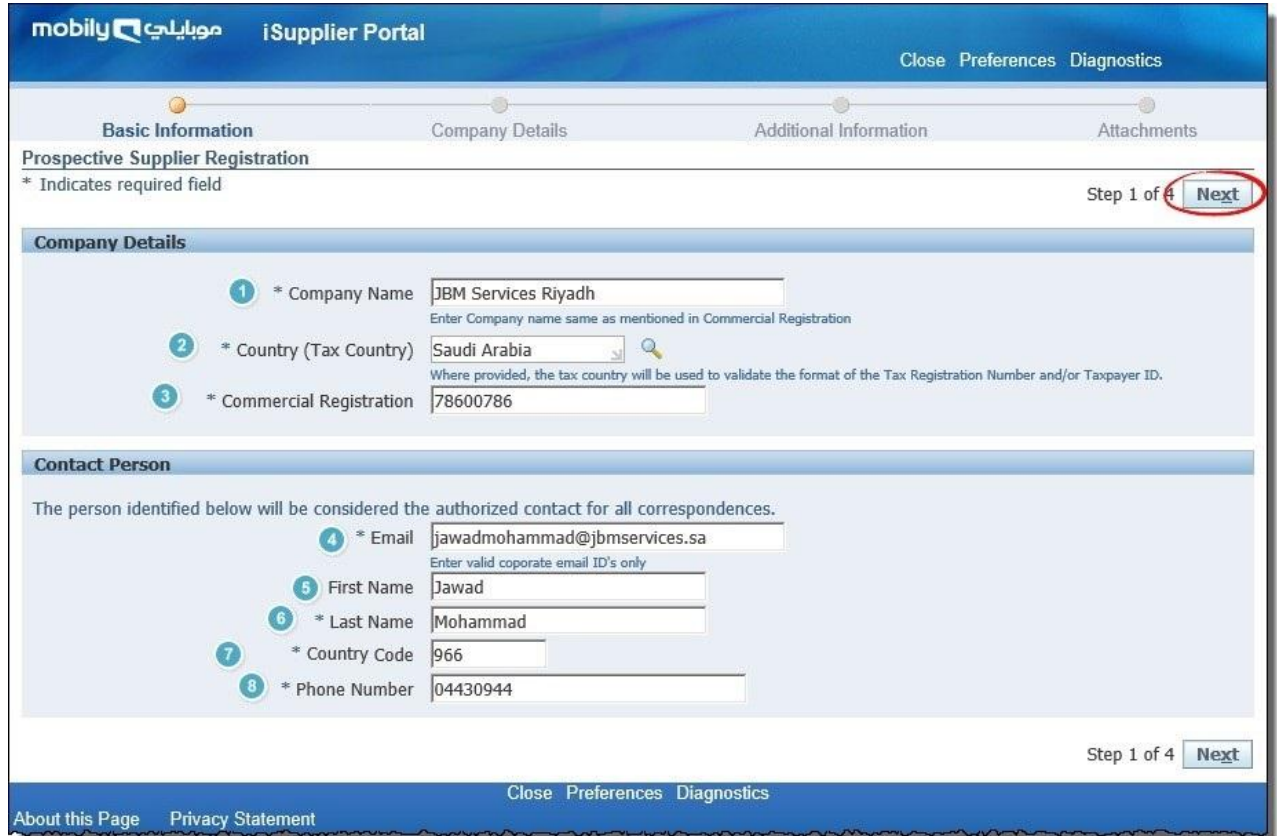- Attach Supporting Documents
- Submit.

Note: Incomplete or incorrect Submission will not be processed. All attachments need to be typed. Any HAND WRITTEN attachments will be REJECTED.

It will take around 20 minutes to complete the registration process. If you stay ideal for a longer time, system will log your session out automatically. So it is recommended to start the registration process once you have all necessary details and documents available. In case you are not able to re-register after session logout, allow 72 hours for system to delete your unsaved profile.

You must provide all valid information including your email address, so the system can send you updates about the registration request. Registration Form is divided in 4 sections. See Figure 2.

Mobily will review your application. If your application is approved, Mobily will inform you via email.

Basic information

Figure 2: Prospective Supplier Registration Page

In the Basic Information section you must add following fields,

	Company Details	
❶	Company Name	Enter official company name as mentioned in commercial registration/trade license.
❷	Country (Tax Country)	Enter the tax country name.
❸	Commercial Registration	Enter Commercial Registration number
	Contact Person	
❹	Email	Enter your corporate email address only.
❺	First Name	Enter your first name
❻	Last Name	Enter your last name
❼	Country Code	Enter your country code
❽	Phone Number	Enter your active phone number

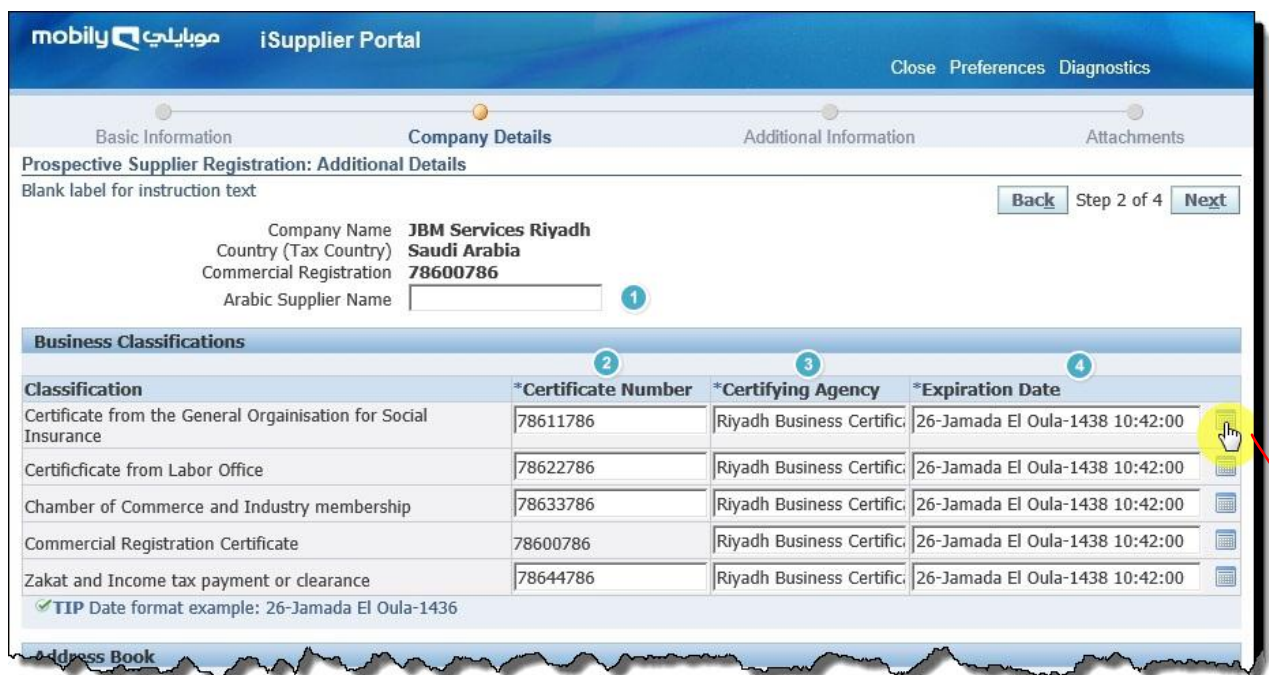Click **Next**after enteringabove mandatory details.

Company Details

Next section is Company Details. Here you must add Business Classification, Address Details, Authorized Contact Directory, and Product and Services.

Add Arabic Name of your company as mentioned in Figure 3 below.

❶	Arabic Supplier Name	Enter official Arabic name of your company

Business Classifications

Figure 3: Company Details - Business Classifications

You may select the Expiration Date calendar while entering the date. Click on thecalendar icon and it will open pop-up window for selection. See Figure 4 below.

Select Calendar
Hijrah or Gregorian

Figure 4: Business Classifications – Calendar

Select the date, month and year from the calendar.

Provide Business Classifications in details. See Figure 3, provide all mandatory details:
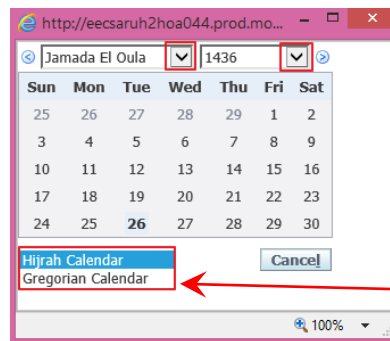
❷	Certification Number	Enter certification number for, ● Certificate from the General Organization for Social Insurance ● Certificate from Labor Office ● Chamber of Commerce and Industry membership ● Commercial Registration Certificate ● Zakat and Income tax payment or clearance
❸	Certifying Agency	Enter name of the certifying agency for all above certificates
❹	Expiration Date	Enter Expiration date of certificate. You can use calendar option to choose the date. Click on the Calendar icon and select the date. System will save date in Hijri format only.

Kindly provide proof of all these certifications as attachment in last section.

Address Book

You can create your address book here. Multiple address are also allowed here.

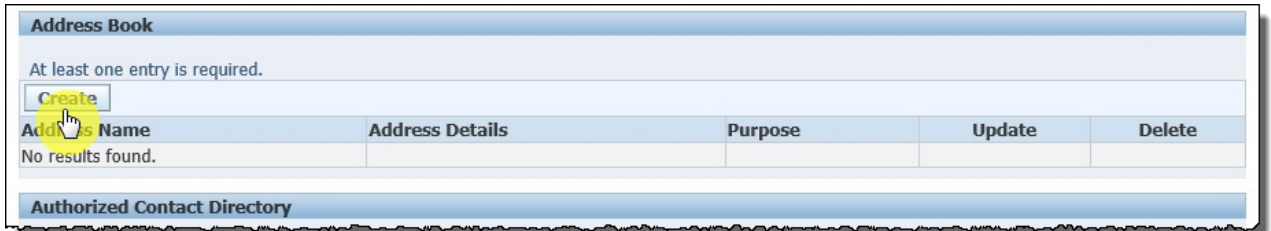Click **Create** Button to add address details in Address Book.

You can add multiple address (Locations) in the Address book. See Figure 6.
While creating your business address book, you must enter mandatory fields,

❶	Address Name	Enter your address name, for example Branch name, Head Office, Warehouse, Service Station etc.
❷	Address Line1	Enter Business Address. You can also use Address Line 2, Address Line 3 and Address Line 4 to provide complete details.
❸	City/Town/Locality	Enter your city/town name
❹	County	Provide County name. County name is not

		mandatory
⑤	State/Region	Enter State or Region name. You may also provide Province detail if applicable.
⑥	Postal Code	Provide postal code of the address
⑦	Phone / Fax Contact	Provide Phone country code, phone number, Fax area code and fax number
⑧	Email Address	Provide corporate email address of the address owner/manager.

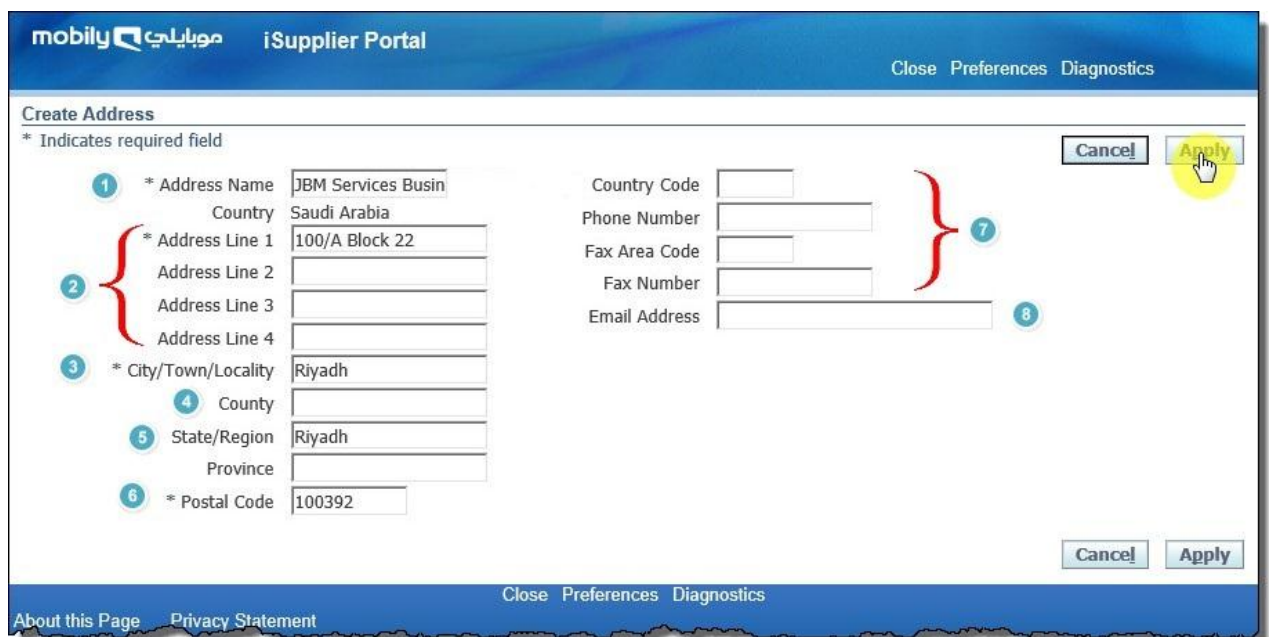Data entry fields starting with * are mandatory fields. See Figure 6 below.

Figure 6: Address Entry

Click **Apply** button to save the information. You may also add another address using the same method.

Authorized Contact Directory
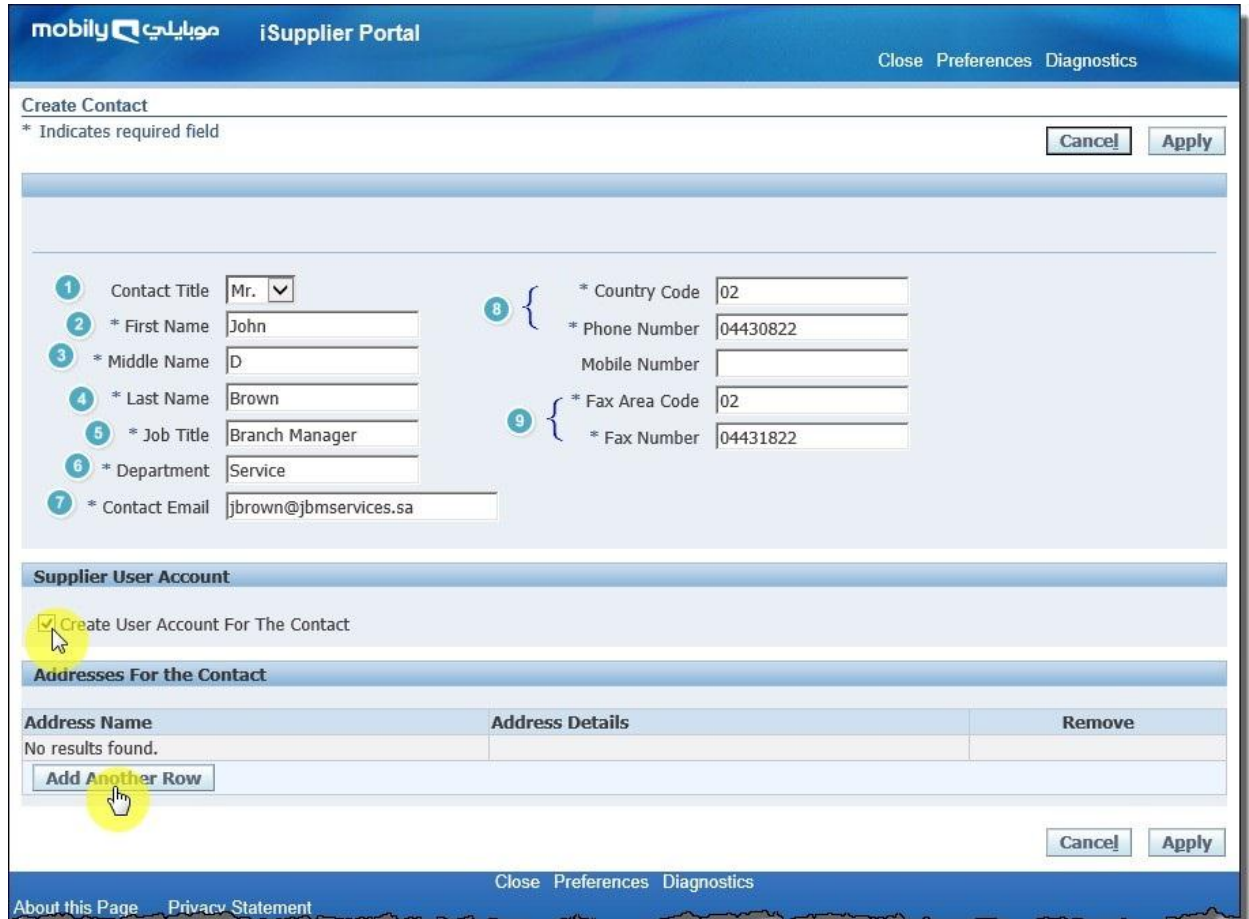
Scroll down to create authorized contact directory. People who wish to contactMobily, must be added to the Contact Directory. Fields marked with * are mandatory fields.

Click **Create** to add contacts. See Figure 7.

Figure 7: Authorized Contact Directory

Enter all mandatory information as shown in Figure 8 below.

Figure 8: Add Contact Person details

❶	Contact Title	Select contact person's title from List
❷	First Name	Enter contact person's first name
❸	Middle Name	Enter contact person's middle name
❹	Last Name	Enter contact person's last name
❺	Job Title	Enter contact person's job title
❻	Department	Enter the department name

❼	Contact Email	Enter contact person's corporate email address
❽	Phone details	Enter contact person's land line number and if available provide mobile number too
❾	Fax details	Provide contact person's fax number

Click **Create User Account for the Contact** checkbox if you want to give this contact person access to RFQ and bidding.

Address for the contact provides facility to associate the address with contact. Click **Add Another Row** to assign address to this contact person. See Figure 9 below.
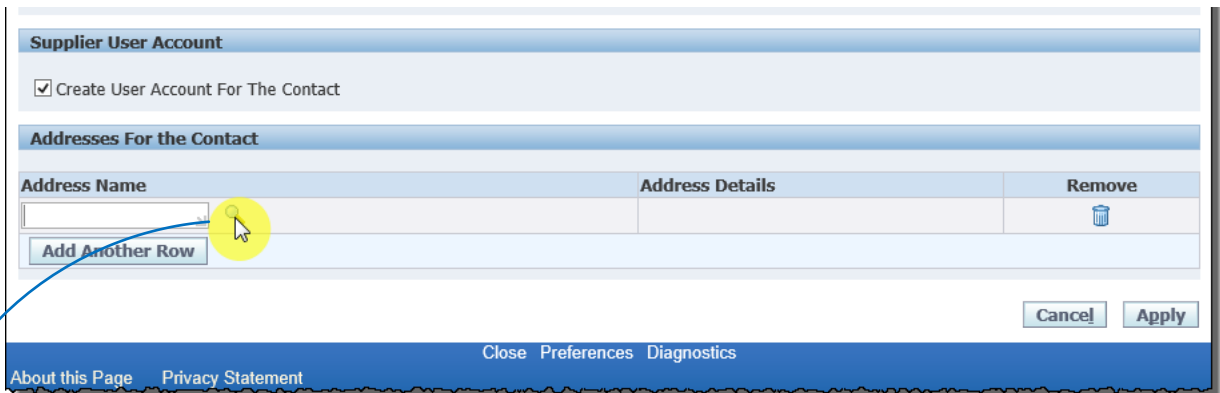
Figure 9: Associate address with contact (step-1)

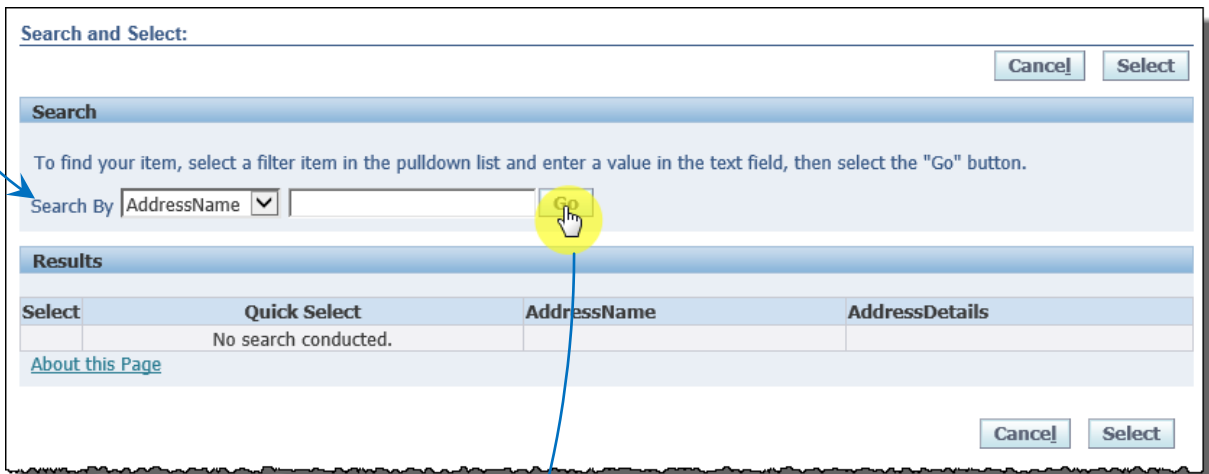Click Search 🔍 icon. It will open a pop-up window. Click **Go** button.

Figure 10: Associate address with contact (step-2)

Figure 11: Associate address with contact (step-3)

Select the Address from the list and click **Select** button.

The address will get associated with the user as shown in Figure 12 below.

Figure 12: Contact created and assigned to address

Click **Apply** button to save the information. You may also add multipleauthorized contacts using the same method.

Products and Services

Scroll down to Products and Services section. Mobily has define product and service category sets that we use to categorize our supply base. You can browse the list of goods and services and select all those that apply to your business.Click **Create** button as shown in Figure 13 below.
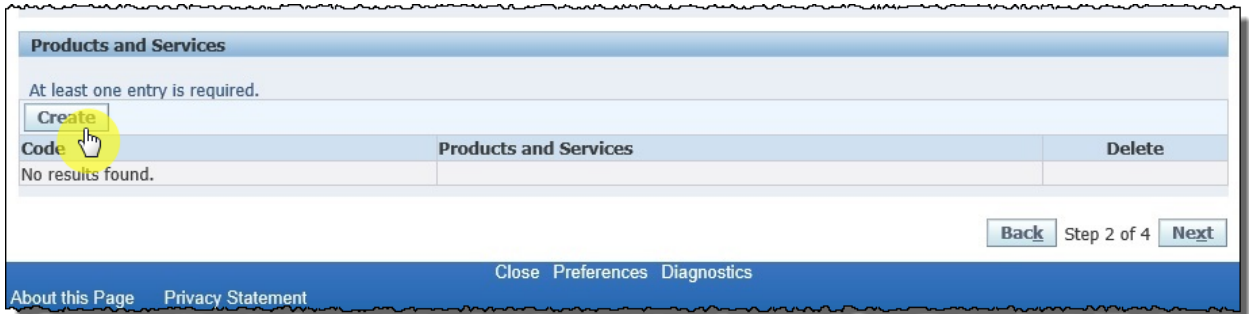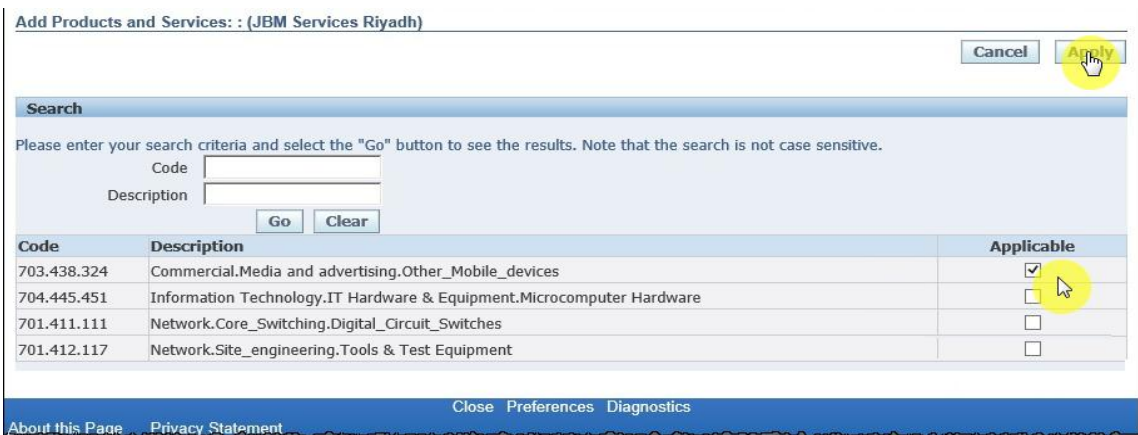

Figure 13: Add Products and Services

Select Product(s) and Service(s) and Click **Apply**.

Figure 14: Select& Apply Products and Services

Once you done adding information in Company Details section, your form will look like Figure 15 below. Now, click **Next** button to enter Additional Details.
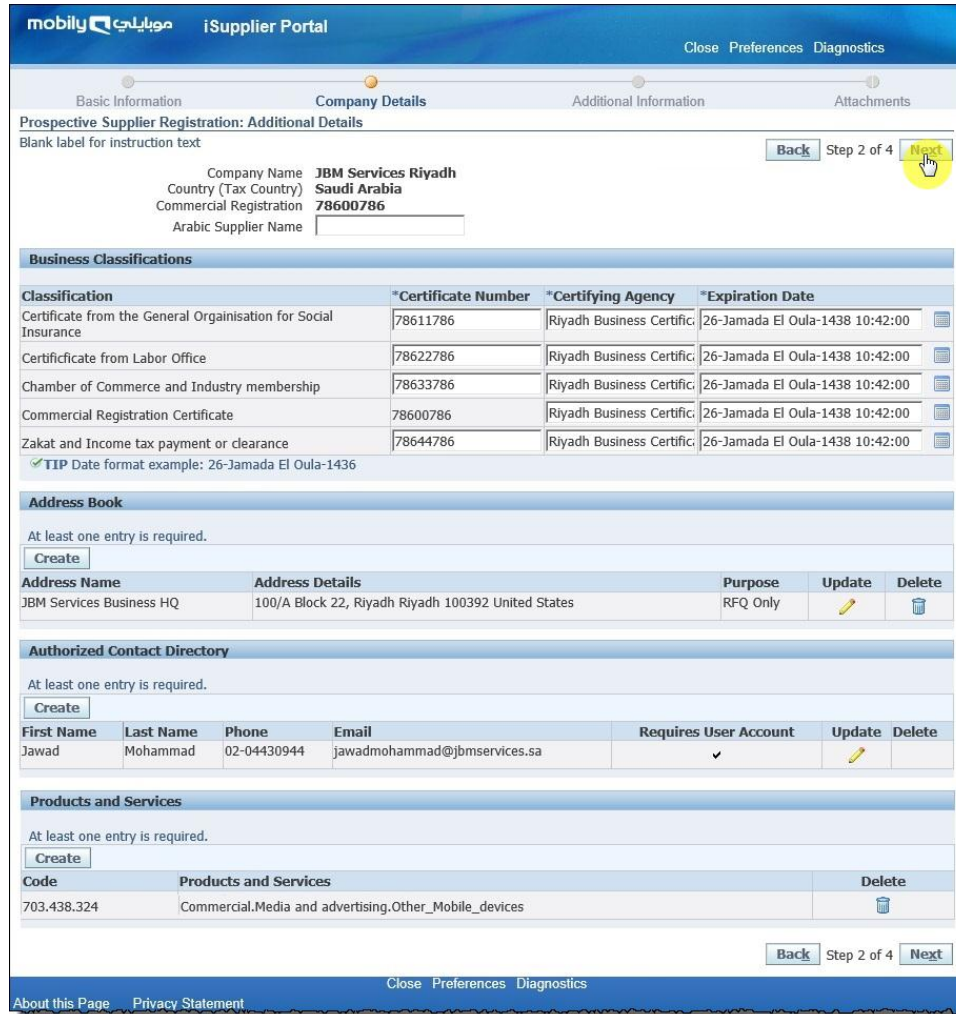
Figure 15: Complete Company Details Section

Additional Information

Additional Information section is 3rd section of the Registration form. Here fields starts with * sign are mandatory fields.

Enter following mandatory details;

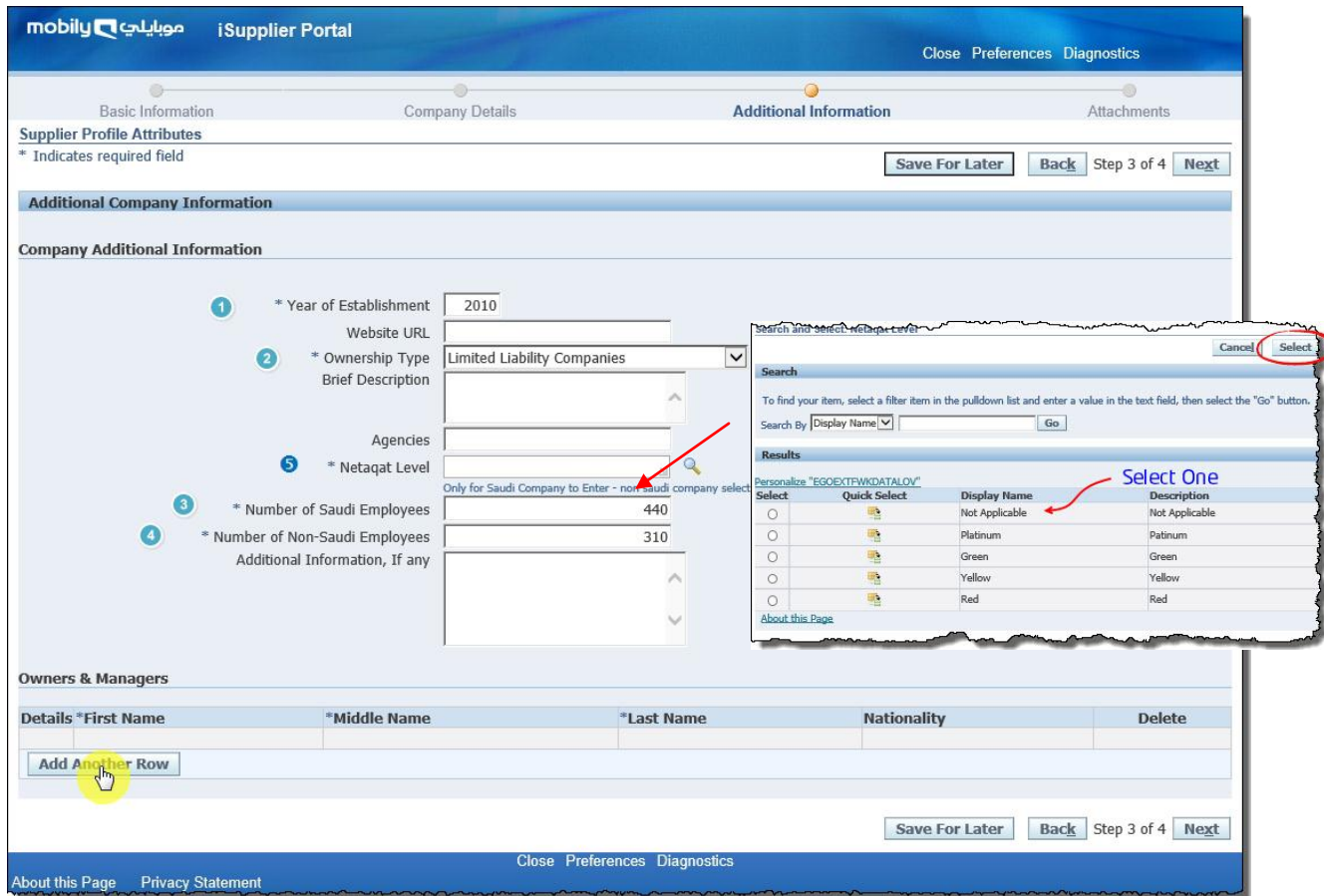| ❶	Year of establishment	Enter the year that you established the company
❷	Ownership Type	Select ownership type from list
❸	Number of Saudi Employees	How many Saudi National employees?
❹	Number of Non-Saudi Employees	How many Non-Saudi National employees?
❺	Netaqat Level	Select on from the list

Figure 16: Additional Company Information

It is always good to provide non-mandatory fields like website URL, brief description of your company, agencies and if any additional information available.

You must add Owners and Managers details here by clicking **Add Another Row** button.
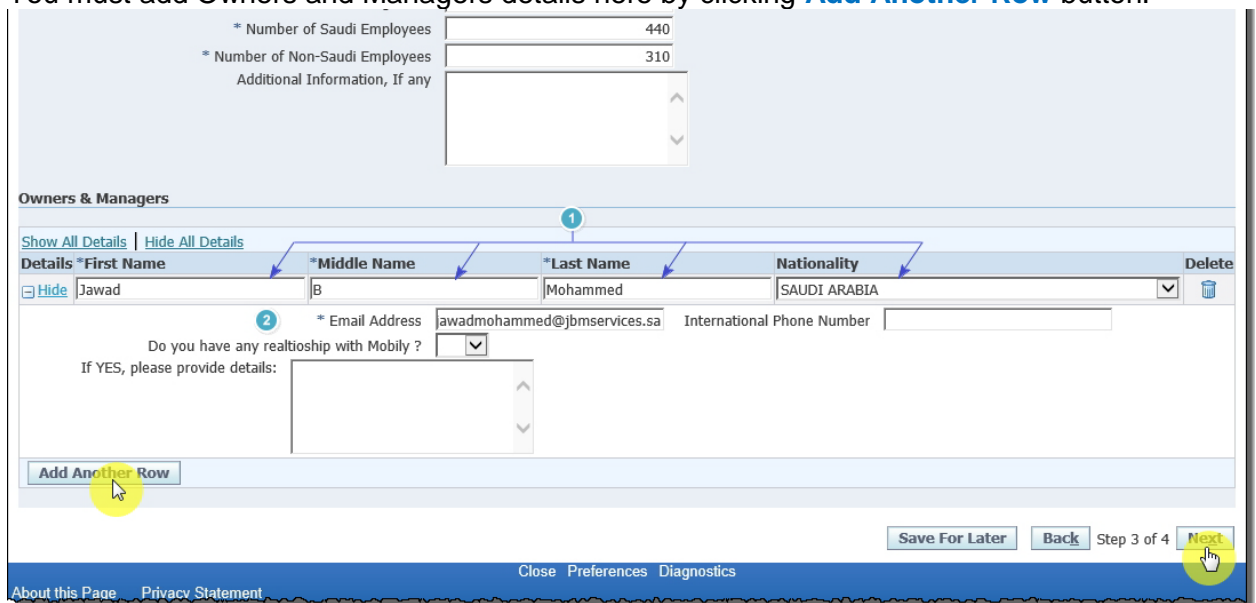
Enter all mandatory fields (*) of owners and managers in respective fields. Enter below details.

❶	First Name	Provide owner/manager's first name
	Middle Name	Provide owner/manager's middle name
	Last Name	Provide owner/manager's last name
	Nationality	Provide owner/manager's Nationality
❷	Email address	Provide owner/manager's corporate email

You can provide multiple names as well, by clicking add another row button again.

Once done adding Owners and Managers information, click **Next** to move on the last section of the Registration Portal.

Attachments

Attachment is 4th section of the registration form and it allows you to add supporting documents for your application.

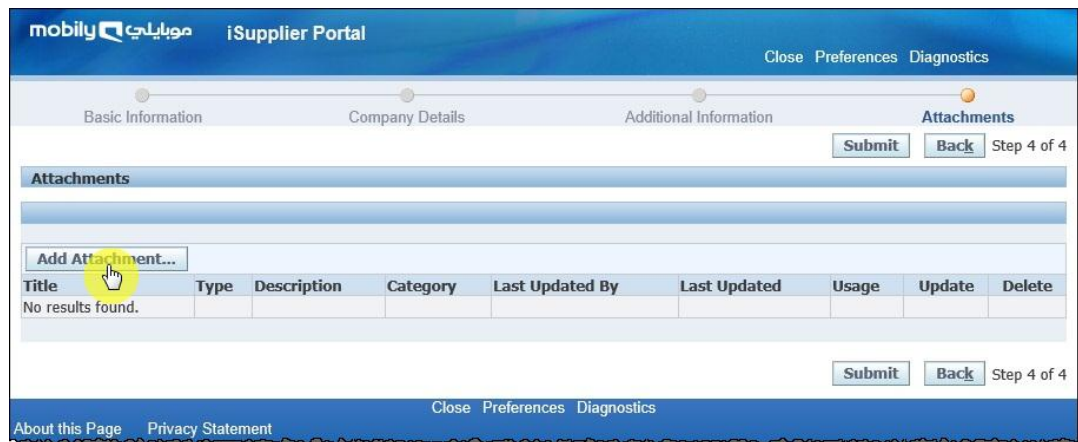Attach PDF/JPEG/JPG/Doc files only. Do NOT attach any hand written documents.

Figure 18: Add Attachments…

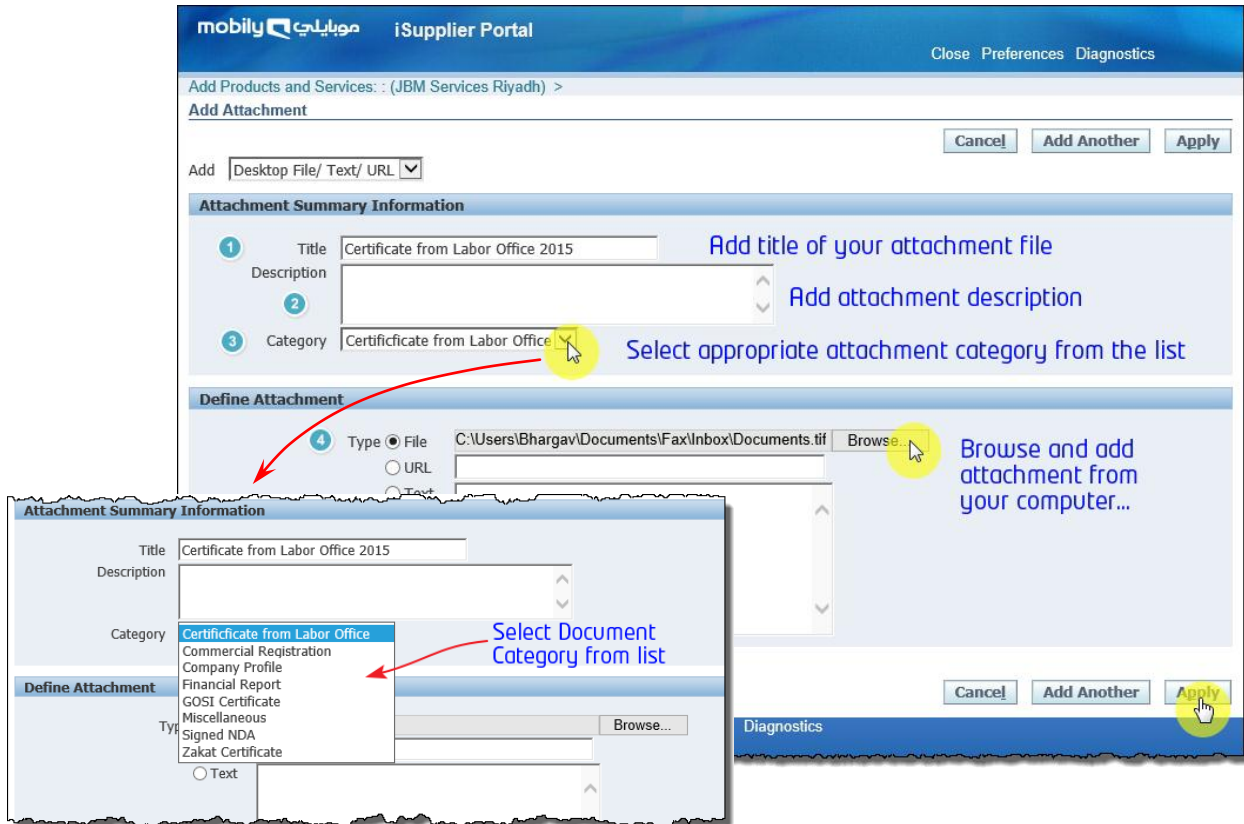Click **Add Attachments…** button to add supportive documents to the application.

Figure 19: Add Attachment with details

See Figure 19 and add details accordingly.
Here Title, Category and Attachment Type: File fields are mandatory fields.

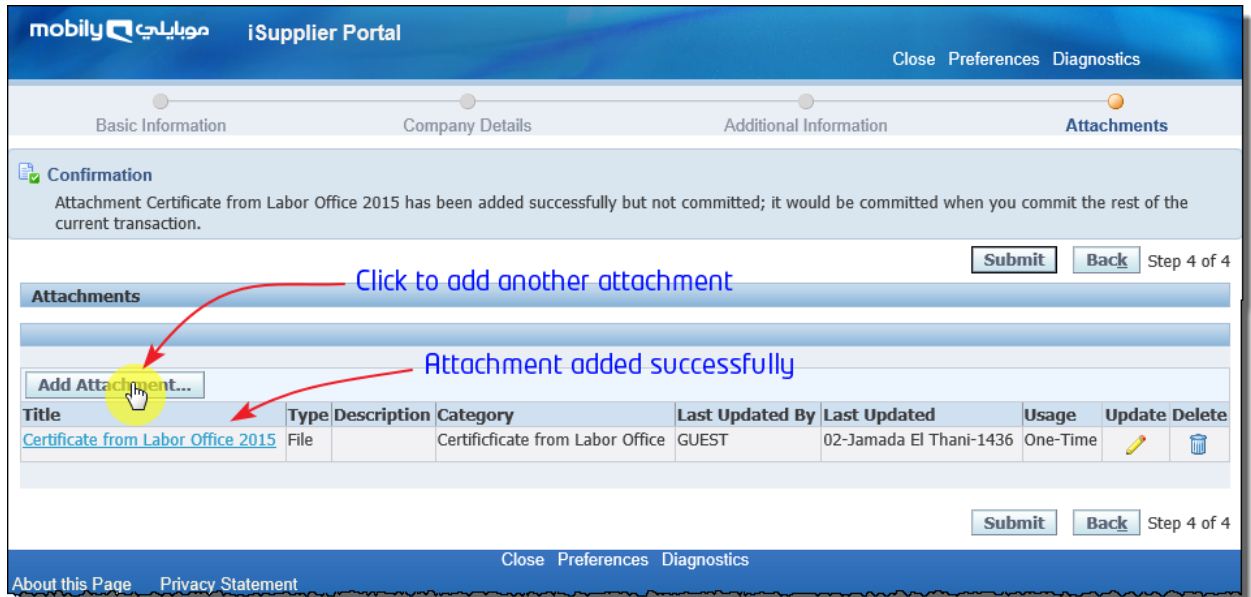| ❶	Title	Add meaningful title for the attachment file
❷	Description	Enter document brief description.
❸	Category	Select the document Category from the list.
❹	Attachment Type: File	Browse your computer and select the file that match with Title and document Category

Figure 20: Attachments added

Select attachment category from list for each attachment. Categories in list are:

- Certificate from Labor Office – For Local Saudi vendors only
- Commercial Registration:
    - Note for Overseas Vendors: Commercial Registration/Trade License (Attested by Saudi embassy/Consulate in their respective country)
- Company Profile.
- Chamber of commerce membership - For Local Saudi vendors only
- Financial Report.
- GOSI Certificate - For Local Saudi vendors only
- Miscellaneous.
- Signed NDA (optional).
- Zakat Certificate For Local Saudi vendors .

The page will allow you to add multiple attachments. If you are adding item from File, click **Browse…** button to select and attach ityou're your Computer.

Click **Apply** or click **AddAnother** button to add multiple attachments.

Figure 21: Review attachments list before final submit

You may update attachments after adding them by clicking the update ✏️ icon, as

well as delete incorrect attachments using the delete icon.

Review all the attachments before submitting the application.

Submit Application

You may submit the application once all mandatory details are filled. Your application will be received by Mobily Supplier Evaluation Committee for approval process. You will receive an email containing a URL, you may use this URL to monitor the status of the application.

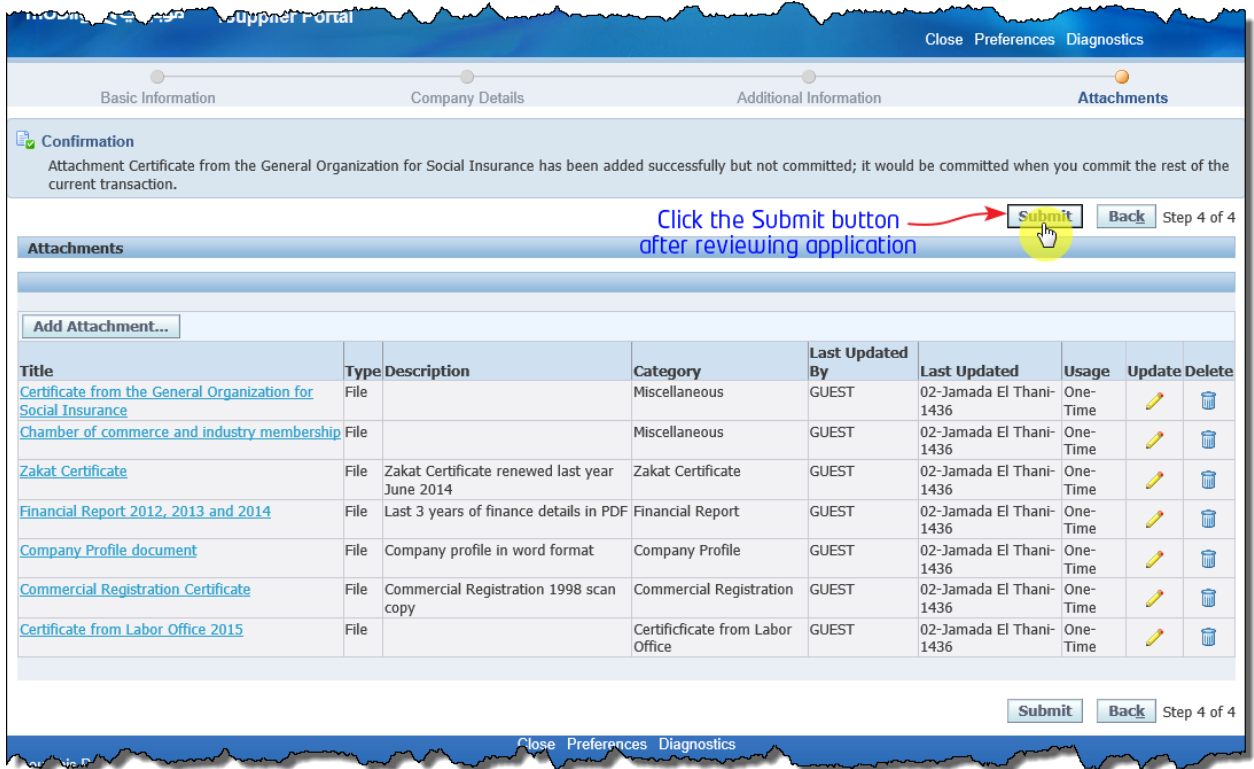Click **Submit** button to complete the registration process.

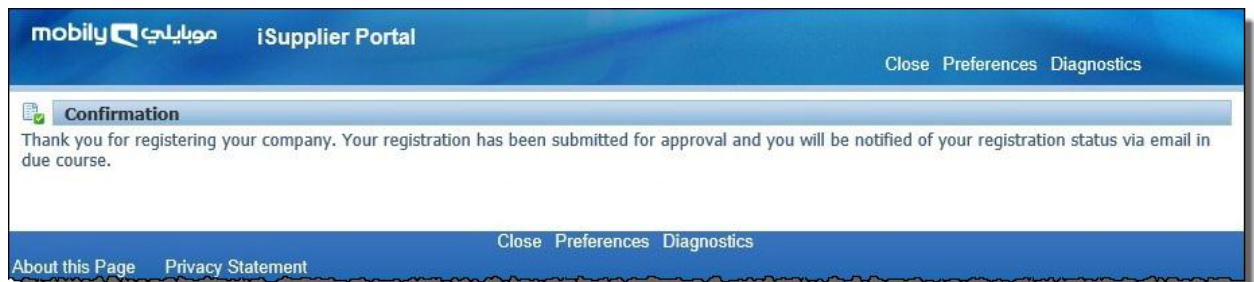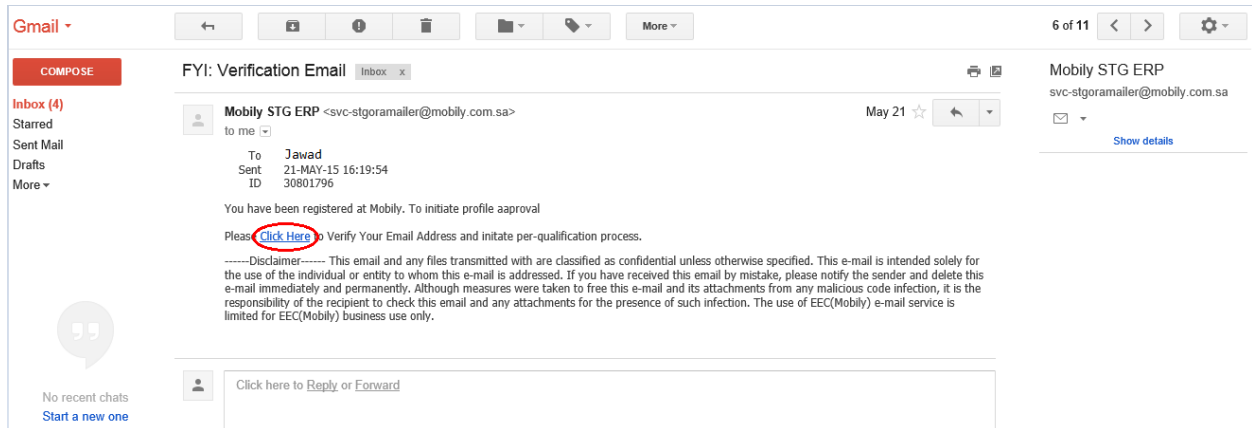Figure 22: Submit the Application to Mobily

Figure 23: Submission Confirmation

After submission you will receive an email to verify your provided email address during registration.

After the verification Mobily receive your application, the supplier evaluation committee will take decision of approval on the application. In case any further information required from you, you will receive email requesting further details. After adding those details, you can re-submit the application.

Please note, the submission of a completed response does not guarantee future business or tender opportunities with Mobily.

In case your profile is rejected, Mobily will provide you the reason of rejection so you can correct and submit the application again in future.

Policies

- Vendor shall comply with the Israel boycott laws
- All documents must be valid and verified
- All documents must be scan of original copy
- In case the license is in progress then submit a proof of scanned original copy.

For any support needed during registrations, you may send contact the below :

For IT Category registrations: m.basheer@mobily.com.sa , Ext: +966560311099

For Network Category registrations: k.alshammari@mobily.com.sa , Ext.: +966560311653

For Commercial Category registrations: m.abduljameel@mobily.com.sa , Ext.: +966560312203

For Facility & Administration or General / Shared Procurement Category registrations:

r.saeed.ncbs@mobily.com.sa , Ext. : +966560311579